**Meeting Minutes**

The Four Jays and a M – Team 92

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| Date and Time: |  | Monday 8pm (Messenger) and Wednesday 5pm (QUT) | |
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| Venues: |  | Online Messenger and QUT | |
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| Chair: |  | Jason Fuller | |
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| Attendees: |  | Jason Fuller Joseph Yeo, Jerry Lo, Jason Tran, Melody Kelly | |

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| **ACTION SUMMARY** |
| 26 July 2017 |
| Formed group to complete project.  Product Owner: Joseph Yeo and Jason Fuller  Scrum master: Jason Fuller  Developer: Jason Tran  Developer: Jerry Lo  Named group “The Four Jays”  Signed group Contract  Created and discussed list of Features as a group.  Discussed possible website layout with no set conclusions yet.  Exchanged details and arranged further scrum meetings on Messenger for Monday nights at 8.00pm This is the best time for us as we are all available to communicate then. |
| 31 July 2017 |
| Short discussion on putting User Stories together and categorising them.  These will be the items that make up our Product Backlog and sorted using the MoSCoW system. |
| 2 August 2017 |
| Fifth member is invited to join the group.  Melody Kelly: Developer  Group name change: Four Jays and a M  Sent in changed contract  Further discussion and development of user stories for a student, tourist, businessman and casual visitor to the site.  Finish off the features list for website and present to product owner |
| 7 August 2017 |
| User stories and acceptance criteria created and documented |
| 9 August 2017 |
| Created Story cards and refined user stories.  Discussion concerning what the Welcome page will contain.  Do we include introductory text on Brisbane |
| 14 August 2017 |
| Release and Sprint Plan started to be put together  Name of site is to be Findr |
| 21 August 2017 |
| Release and Sprint Plan document finalised |
| 23 August 2017 |
| Preliminary front page created and shared to group.  Changes put forward to the developers from Product Owners |
| 28 August 2017 |
| Installation of required tools to run sprint by developers  Developers discussing Django  Product owners discussing User Stories.  Group discussion on estimated story points |
| 30 August 2017 |
| Day 1 of Sprint 1  All group members joining Github  Release and Sprint Plan submitted |
| 4 September 2017 |
| Day 3 of Sprint 1  Developers having issues with installation of tools for sprint |
| 6 September 2017 |
| Day 5 of Sprint 1  Still working on installation of software but work has begun on Task 1 |
| 11 September 2017 |
| Day 8 of Sprint 1  No meeting. |
| 13 September 2017 |
| Day 10 of Sprint 1  Things not going as well as we liked but still confident that we can easily complete the tasks in time.  Allocated tasks officially to Developers and created a more focussed schedule.  Task 1: Create design for login and registration page Melody  Task 2: Write code for login and registration function Melody  Task 3: Testing login and registration functionality Melody  Task 4: Write code for admin privileges Jason T.  Task 5: Verifying that administration access works Jason T.  Task 6. Design welcome page Jerry  Task 7: Verifying welcome page Jerry  Task 8: Design search bar Jerry  Task 9: Code search system Melody  Task 10: Verify and test search system Jason T.  All developers have started on their tasks |
| 18 September 2017 |
| Day 13 of Sprint 1  Discussed status of Sprint plan.  Jason Tran reported that the Database is nearly finished  Reviewed Sprint Plan and realised we had not documented the database into our Sprint Plan so added it.  Jerry Lo reported that he had finished and verified the Welcome Page and Search Bar was near completion.  Discussed with Product Owners and decided to add extra tasks to the first sprint.  Task 17 Create Database Jason T.  Task 18 verify Database Jason T.  Task 19 Create UI Interface Jerry  Task 20 Verify UI Interface Jerry  Product owners updated sprint plan  Melody Kelly was not present |
| 20 September 2017 |
| Day 15 Of Sprint 1  Main discussion was around where to proceed from here as Jason T. and Jerry are not familiar with React which is what the back end of the project has been coded in.  Considering the late stage of the sprint and Jason and Jerrys unfamiliarity with React it has been decided to start the project again using Django which Jerry and Jason T. are more familiar with.  Melody is informed of this decision through Messenger in our group chat. He has not replied as of yet.  Also, the scheduling of Tasks has been changed. Focussing on Story 1 and 3, and hoping to complete them before the next meeting.  Task 1: Create design for login and registration page Jerry  Task 2: Write code for login and registration function Jason T.  Task 3: Testing login and registration functionality Jason T.  Task 17: Create Database Jason T.  Task 18: Verify Database Jason T.  Task 4: Write code for admin privileges Melody  Task 5: Verifying that administration access works Melody  Task 6. Design welcome page Jerry  Task 7: Verifying welcome page Jerry  Task 19: Create User Interface prototype Jerry  Task 20 Verify User Interface Jerry  Task 8: Design search bar Melody  Task 9: Code search system Melody  Task 10: Verify and test search system Melody  All developers have started on their newly allocated tasks  Burndown Chart has been created and updated and shows current stage of progress in Sprint.  Melody Kelly was not present – notified us that he has hurt his back  Agree to continue with work during break time to establish where we are at as time is running short and major changes have to be made |
| 25 September 2017 |
| Day 18 of Sprint 1  (Melody has been notified of changes to Sprint Plan but has indicated that he is not happy about it three days before this meeting. He was notified by Jason Tran)  Meeting begins at 8.00pm  Progress is going very well but as far as we know Melody’s tasks have not been touched  Jason Tran and Jerry advise that they have nearly completed their tasks and show screenshots of what they have created.  Product Owners are happy with the work that has been done.  All tasks are nearly completed so it is decided by the Product Owners to allocate Melody’s tasks to Jerry and Jason Tran.  New Github site is created by Jerry and access given  Melody Kelly is not present  Next meeting is scheduled for 29 September 2017 at 8.00pm |
| 29 September 2017 |
| Day 20 of Sprint 1 (Final Day)  All tasks have been completed successfully, including the four tasks added during the Sprint  Updated time to finish list of tasks document.  Showing of completed tasks to Product Owners who are happy with the results  Check Benjamin’s access to Github site  All discussion during the online Sprint meetings can be seen by all members of the group.  Melody Kelly is not present  Sprint 1 is done |